State of Kansas
Manual PO Close Process

Statewide Management, Accounting and Reporting Tool

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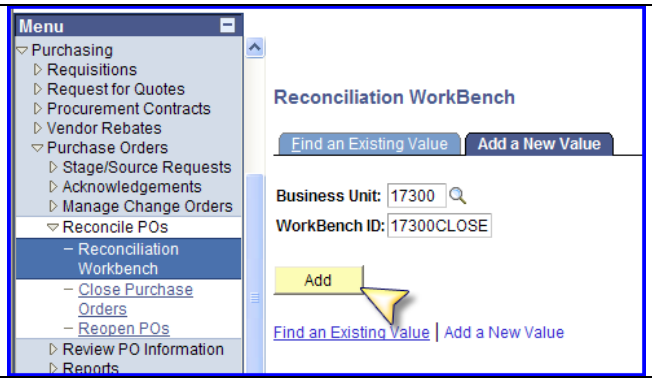
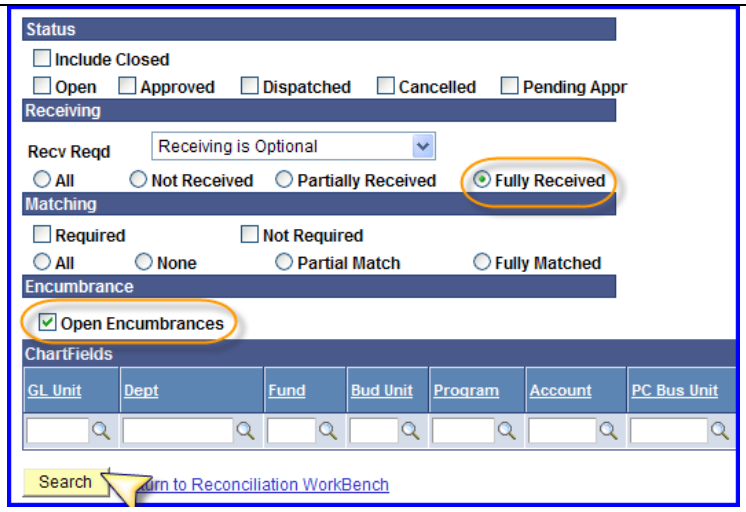
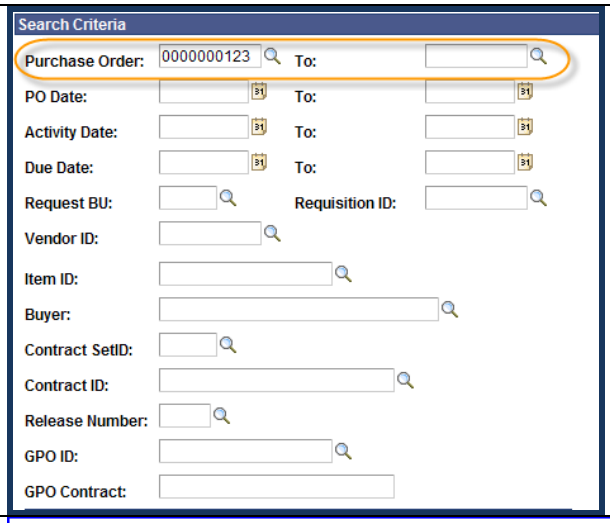
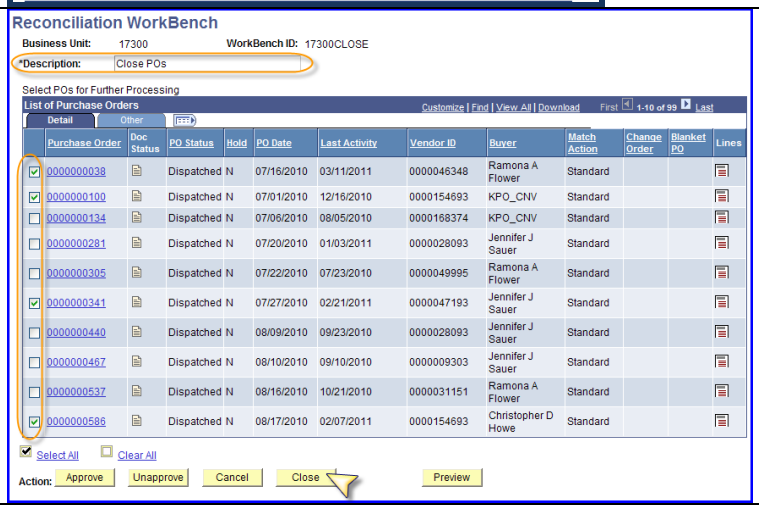
Purchase Orders meeting certain criteria are closed during the Monthly PO Close batch process on the weekend after the first business day of the month. However, an agency may have a need to close a PO before it would qualify for the Monthly PO Close process. Closing POs will liquidate outstanding encumbrance balances. It will also reduce the number of results returned when searching for a PO(s) to update, improving search efficiency. Users with the Buying Administrator role may close POs.

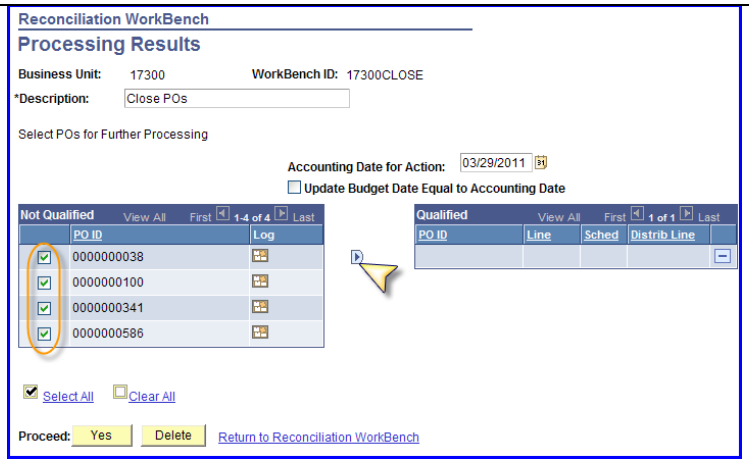
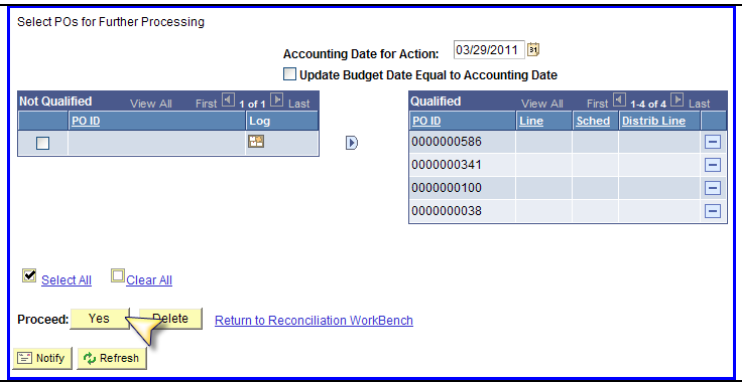
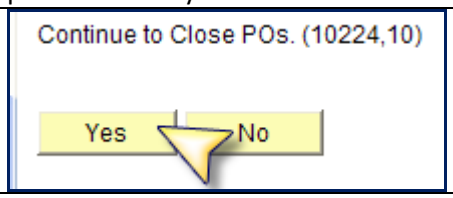
NOTE (1):	Closed POs may be re-opened, provided they were not previously 'Canceled' and available budget exists. Log a Help Desk ticket, using the title "Reopen PO" to request a PO be reopened

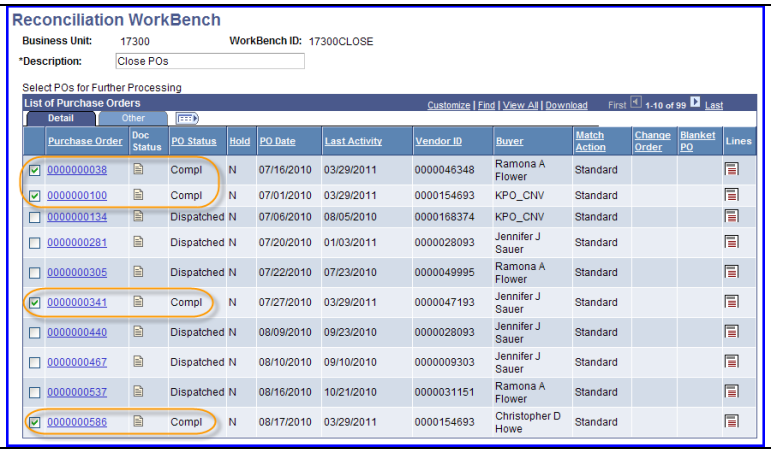
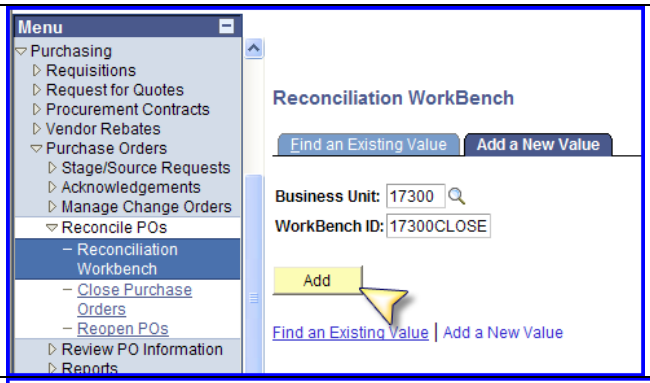
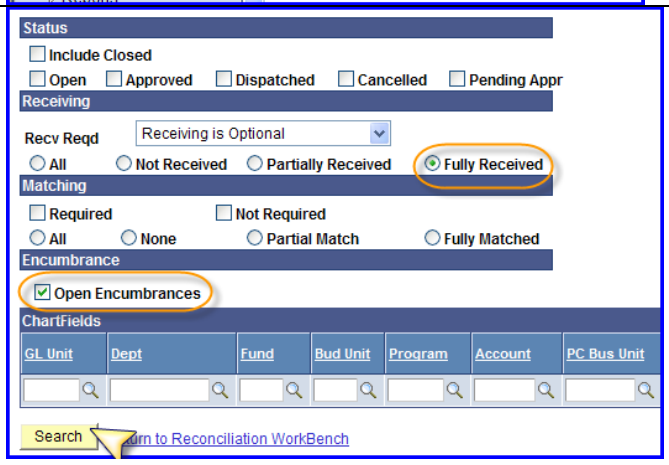
Manually Closing Purchase Order(s)

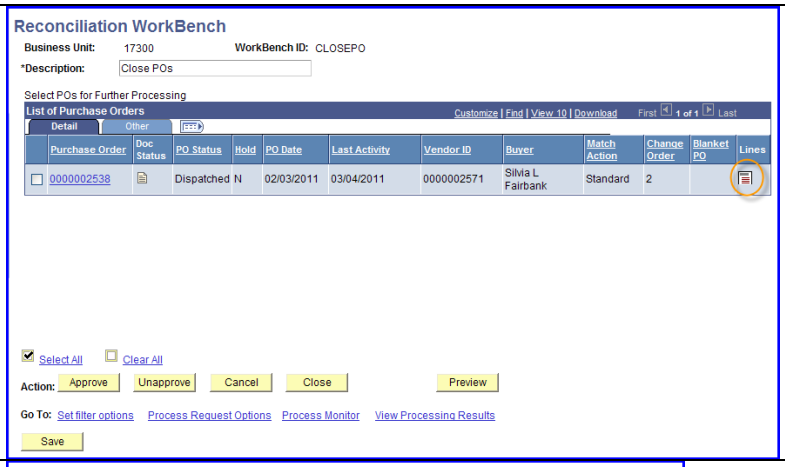
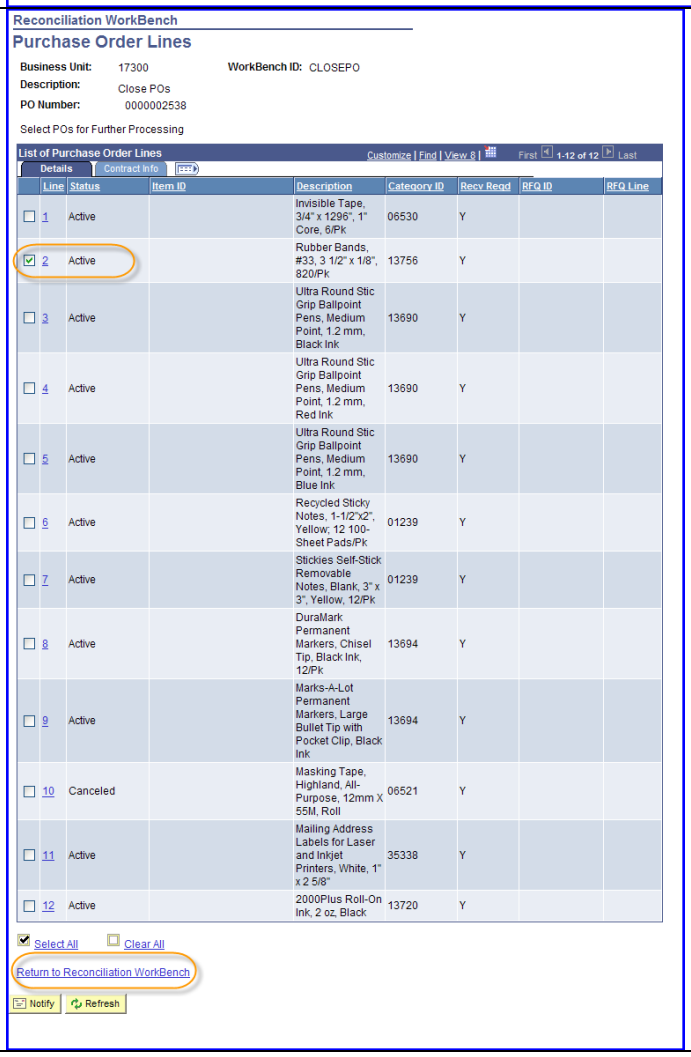
1.1	Navigation:	Purchasing > Purchase Orders > Reconcile POs > Reconciliation Workbench
1.2	A Workbench ID will need to be created by selecting the "Add a New Value" tab, enter a Workbench ID and select the "Add" button:	

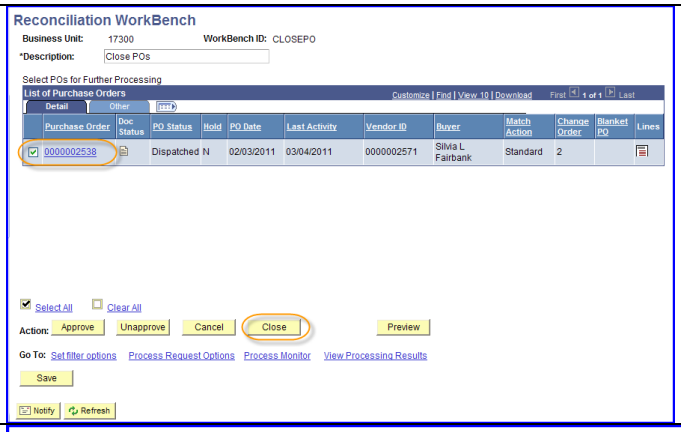
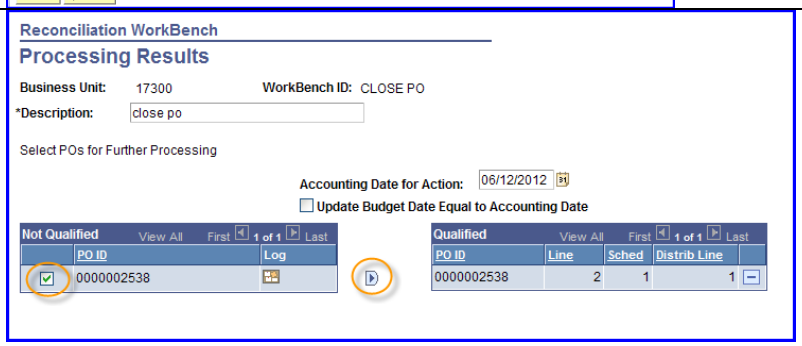
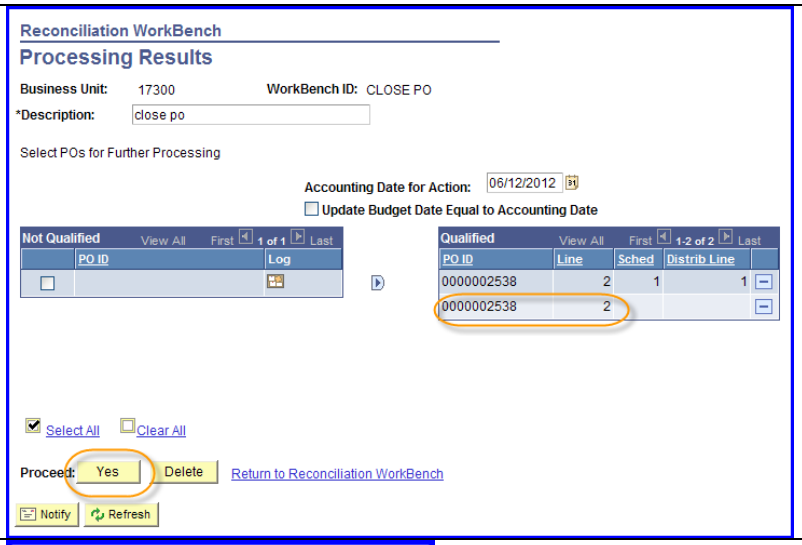
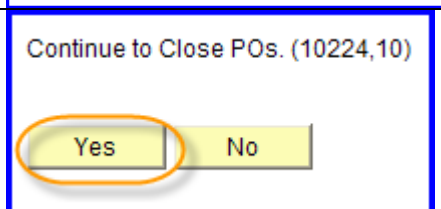
NOTE (2):	Once the WorkBench ID has been created, this ID can be used for subsequent closure activity by clicking the 'Find an Existing Value' tab, selecting the "Search" Button and selecting the "WorkBench ID" that was created. Selecting the "WorkBench ID" will take you to the "Reconciliation WorkBench – Filter Options" page.

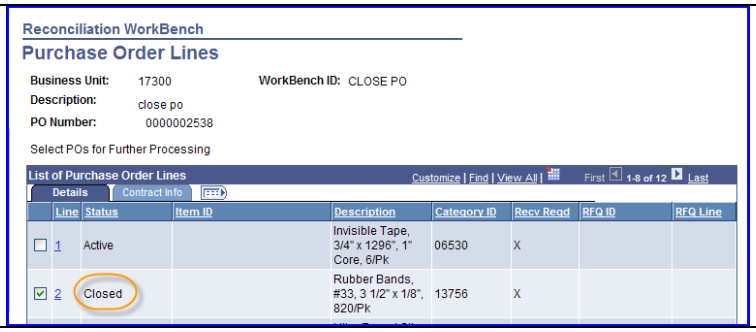
1.3	The 'Filter Options' page provides several methods to search for POs, such as range of PO ID numbers, Vendor ID, or Buyer. Searches may also be conducted based on PO status. For example users may want to select POs that have been 'Fully Received' and have an 'Open Encumbrance', see below.	
1.4	If the user has a specific PO or range of POs to close, then only the PO ID or range of PO IDs need to be inserted into the Search Criteria.	
1.5	Search results are displayed on a new page. POs may be individually selected or with the "Select All" link. Once the desired POs are selected, enter a 'Description' near top of page and click the 'Close' button, see below.	
NOTE (3):		The system may "Process" the request for several seconds.

1.6	Any POs that meet the system criteria for closure will appear in the "Qualified" box (on right). Others not meeting system criteria, such as not being 90 days since last activity date, will appear under the "Not Qualified" box. These POs may be manually moved to the "Qualified" box by selecting the desired POs, then clicking the arrow icon between the boxes.	
1.7	After clicking the arrow icon, POs will now be located in the "Qualified" box. Click the "Yes" button to proceed with closing the POs, see below.	
NOTE (4):		Users should LEAVE the Accounting Date as the defaulted date. Do NOT check the "Update Budget Date Equal to Accounting Date" as this could cause budget check errors especially when closing a previous fiscal year PO.
1.8	A new screen will appear, click 'Yes' to continue with closing POs.	

1.9	The system may process for several seconds. When complete, the user is returned to the selection page.	
<u>NOTE (5)</u>:		The closed POs will now have a status of “Compl” (Complete). This process places the PO Budget Status in “Not Checked” status. Once the next Budget Check batch process runs, the encumbered funds will be released and the Budget Status will change to “Valid”.
<u>NOTE (6)</u>:		If the PO is connected to a Project and the Project chartfields or chartfield combinations have been “Inactivated” the PO will not pass the Budget Check process and will not release encumbered funds.
<u>NOTE (7)</u>:		Users can validate success by running the PO Budgetary Activity report, navigation is: Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity.
Manually Closing a single PO Line		
2.1	Navigation:	Purchasing > Purchase Orders > Reconcile POs > Reconciliation Workbench
2.2	A Workbench ID will need to be created by selecting the “Add a New Value” tab, enter a Workbench ID and select the “Add” button:	
2.3	The ‘Filter Options’ page provides several methods to search for POs, such as range of PO ID numbers, Vendor ID, or Buyer. Searches may also be conducted based on PO status. For example users may want to select POs that have been ‘Fully Received’ and have	

	an 'Open Encumbrance', see below.	
2.4	From the search results page, select the "Lines" icon in the far right hand column for the desired PO:	
2.5	Select the PO line(s) to be closed and then select the "Return to Reconciliation WorkBench" link:	

2.6	Select the check box in front of the PO and then select the “Close” button:	
2.7	Line 2 / Schedule 1 / Distribution Line 1 qualifies for closure. To close all of line two (2), select the check box in front of the PO ID and then select the arrow icon between the two tables:	
2.8	Now all of line two (2) is showing in the right hand table. Select the “Yes” button:	
2.9	Select “Yes” on the pop up box:	
2.10	This will process for several seconds, once it is finished processing it will take you back to the search results page. The PO Status will remain the same.	

	Select the “Lines” icon:	
2.11	The status for line two (2) of this PO now shows as “Closed”:	
NOTE (8):		Wait until the hourly batch processes run before validating that the encumbrance has been released using the PO Budgetary Activity report, navigation is: Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity.